

CHAPTER 5

CUSTOMS OF THE SERVICE

Naval customs and traditions play a significant role in your career as a naval officer. You are expected to pass on and perpetuate the more venerated customs and traditions of the Navy. When Navy customs and traditions are appreciated and properly applied, they produce high ideals and esprit de corps among members of the naval service.

NAVAL COURTESY

Knowledge of military courtesy is important to everyone in the Navy. Whether or not you realize it, you are practicing military courtesy all the time. Knowing what to do at the right time can keep you from encountering some embarrassing situations.

Navy personnel who know and practice naval courtesy make good impressions and exude self-assurance that will carry them through otherwise difficult situations. Furthermore, all members of the naval service observe these evidences of respect and courtesy. The junior member always takes the initiative, and the senior member returns the courtesy.

THE SALUTE

One of the essentials of military courtesy is the hand salute. Regulations governing its use are founded on military etiquette deeply rooted in traditions and customs. Far from being a servile gesture, the salute is a symbol of respect and a sign of comradeship among service personnel. The salute is part of the uniform and all that it represents. Accordingly, as a standard practice, the junior starts the salute, and the senior returns it. An admiral returns the salute in the same form in which a seaman gives it. By saluting first, a person demonstrates respect for the senior rank, not inferiority, to the person saluted.

MANNER OF SALUTING

Be precise and military as you salute. The following rules apply to the hand salute:

- Give hand salutes, and other marks of respect appropriate to rank, to officers of the armed services of the United States in uniform (and in

civilian clothes, if recognized) and to high-ranking dignitaries of foreign nations. Salute the occupant of automobiles that display the flag of a high-ranking dignitary.

- Keep your head and eyes turned toward the person you are saluting. Execute the hand salute as follows:
 1. Raise your right hand smartly until the tip of your forefinger touches the lower part of your headgear, slightly to the right of your right eye.
 2. Keep your upper arm parallel to the ground.
 3. Keep your thumb and fingers extended and joined with your palm down.
 4. Keep the tip of your middle finger to your elbow in a straight line.
 5. End the salute by dropping your hand down to your side in one clean motion. Avoid slapping your leg as you do so.
- Salute at a distance at which recognition is easy, normally within 30 paces. Salute when the person being saluted is about six paces from you or at the nearest point of approach. Hold the salute until the person saluted passes you or returns your salute; then end the salute. Accompany your salute with one of the following greetings:
 1. From first rising until noon—"Good morning, . . ."
 2. From noon until sunset—"Good afternoon, . . ."
 3. From sunset until turning in—"Good evening, . . ."
- Salute only if you are at a halt or a walk. If running, come to a walk before saluting.
- If seated and covered, rise and come to attention before saluting.
- If you overtake and pass a senior, salute when abreast of the senior and ask, "By your leave,

sir/ma'am?" The senior returns the salute, answering "Carry on" or "Very well." Then end the salute.

SALUTING ABOARD SHIP

The following rules pertain to saluting when you board or leave a ship:

- When boarding a ship that is flying the national ensign, stop on reaching the upper platform of the accommodation ladder or the shipboard end of the brow, face the national ensign, and salute; then, salute the officer of the deck (OOD).
- When leaving the ship, salute in reverse order; first to the OOD and then to the national ensign.
- When wearing civilian dress with a hat, remove the hat when boarding and leaving a ship.
- When boarding and leaving foreign ships, the same rules apply as for American ships.

The following rules apply to saluting aboard ship:

- Aboard Navy ships juniors salute all flag officers (officers above the grade of captain), the commanding officer, and visiting officers senior to themselves on every occasion of meeting, passing near, or being addressed.
- On the first daily meeting, salute all senior officers who are attached to the ship.
- Salute whenever addressing or being addressed by seniors.
- Salute inspecting officers during official inspections.

SALUTING THE NATIONAL ANTHEM

The following guidelines pertain to saluting the national anthem:

- **STAND AT ATTENTION.**
- **FACE THE APPROPRIATE DIRECTION AS FOLLOWS:**
 1. Face the national ensign if displayed during the playing of the national anthem.

2. Face the music when the national anthem is played and the national ensign is not displayed.

- **SALUTE IN THE APPROPRIATE MANNER AS FOLLOWS:**

1. If in uniform and wearing the headgear, salute at the first note of the anthem. End the salute on the last note.
2. If not in uniform and wearing headgear, remove the headgear at the first note of the anthem; hold the headgear over the heart until the last note of the anthem. (In inclement weather, raising the headgear slightly over the head is permitted.)
3. If not in uniform and not wearing headgear, place the right hand over the heart.
4. If in an automobile and within sight of the displaying of the national ensign or within hearing distance when the national anthem is played, stop the car and sit at attention. Remain at attention until the last note of the anthem is played or the display ceremony is over.

HEADGEAR

Your headgear (cap—sometimes referred to as a hat or cover) is an integral part of your uniform. The following guidelines from *Navy Uniform Regulations*, NAVPERS 15665, apply to the wearing of headgear:

- **GENERAL**

1. You need not wear uniform headgear on ships at sea outside harbor limits, except on specific watches specified by the commanding officer. The commanding officer may also specify the wearing of headgear at sea on ceremonial occasions.

2. Wear uniform headgear in port, unless prevented by safety precautions.

3. Outdoors, remain covered at all times except during a religious service not associated with a military ceremony or unless ordered to uncover. Remain covered during invocations or other religious military ceremonies such as changes of command, ships' commissionings and launchings, and military burials. Chaplains conducting religious ceremonies will guide participants following the customs of the church.

4. Normally remove headgear indoors. When in a duty status and wearing side arms or a pistol belt, remove headgear indoors only when entering dining areas or areas where religious services are being conducted.

- **SPECIAL CIRCUMSTANCES**

1. Remove your cap or hat when traveling inside a private automobile off base. A cap is mandatory when entering or within a military reservation, unless wearing the cap is impractical or hazardous.

2. Navy blue earmuffs are authorized for optional wear with service and working uniforms when outer garments are worn.

HANDSHAKE

Shake hands upon being introduced or saying good-bye. It is unforgivable not to accept an extended hand. If seated, rise when introduced to anyone and upon the departure of anyone. Normally, the senior officer makes the first move in handshaking. Your handshake should be firm and confident. Look the individual with whom you are shaking hands directly in the eye.

FORMS OF ADDRESS

Use the following guidelines when introducing and addressing naval personnel:

- In written communications, show the name of the corps to which any staff corps officer belongs immediately following the officer's name.

- Address a senior by title and name, such as "Commander Doe" or "Lieutenant Wilson," rather than the impersonal "sir" or "ma'am." Address two or more officers of the same rank and sex as "gentlemen" or "ladies."

- Aboard ship, address the commanding officer as "captain" regardless of the grade. Address the executive officer (if of the grade of commander) as "XO."

- Because many people are not familiar with Navy grade insignia and corps devices, make any introduction, however brief, reasonably informative. Use titles when introducing naval officers to civilians. For example, "This is Lieutenant Door of the Navy Nurse Corps" or "This is Lieutenant Commander Pistol, on duty with the Navy Department."

- When introducing officers who are married, introduce the senior officer first: "This is Commander Jane Doe and her husband Lieutenant Commander John Doe." If the woman officer has chosen to retain her maiden name for professional purposes, you should introduce them as "Commander Mary Christmas and her husband Lieutenant Commander Jon Boate."

Table 5-1 is a matrix showing both military and civilian forms of how to introduce and address naval personnel.

RELATIONS BETWEEN SENIOR OFFICERS AND JUNIOR OFFICERS

The twin foundations of military courtesy among officers are precedence and deference to seniors. Officers take precedence according to their grade. This precedence encompasses military relationships on board ship and ashore, in messes, in clubs, and in social life.

Naval courtesy requires that junior officers give their seniors the esteem and respect a polite society expects its younger people to give their elders. Naval courtesy also prescribes that seniors shall, with equal attention, acknowledge and respond to these demonstrations of respect required of juniors.

Adhere to the following guidelines when dealing with seniors:

- Maintain an attitude of military attention when approaching a senior officer to make an official report or request. Do not take a seat or otherwise relax until invited to do so by the senior.

- A senior sends "compliments" to a junior; the junior sends "respects." In written correspondence the senior may "call" attention but the junior may only "invite" it. When submitting a solution to a particular problem, the senior "suggests" while the junior "recommends." Similarly, a senior "directs" a junior while a junior "requests" action of a senior.

- Unless on watch, uncover upon entering a room in which a senior is present.

- If seated, rise and remain at attention when addressed by a senior. Remain seated if at work, at games, or at mess when an officer, other than a flag officer or the captain of the ship, passes, unless called to attention or when necessary to clear a way.

Table 5-1.—Introducing and Addressing Naval Personnel

PERSON ADDRESSED OR INTRODUCED	TO MILITARY		TO CIVILIAN	
	INTRODUCE AS:	ADDRESS AS:	INTRODUCE AS:	ADDRESS AS:
COMMANDER or above	COMMANDER (or appropriate rank) DOE	COMMANDER (or appropriate rank) DOE	COMMANDER ¹ (or appropriate rank) DOE	COMMANDER (or appropriate rank) DOE
LIEUTENANT COMMANDER or below	LIEUTENANT COMMANDER (or appropriate rank) DOE	COMMANDER ² DOE	LIEUTENANT COMMANDER ³ DOE	MR. (Mrs., Miss, Ms.) DOE
MEDICAL and/or DENTAL CORPS OFFICER	DR. DOE ⁴	DR. DOE ⁴	LIEUTENANT DOE OF THE NAVY MEDICAL CORPS	DR. DOE ⁴
CHAPLAIN CORPS OFFICER	CHAPLAIN DOE	CHAPLAIN DOE	CHAPLAIN DOE	CHAPLAIN
NAVY NURSE CORPS OFFICER	COMMANDER(or appropriate rank) DOE	COMMANDER DOE	COMMANDER DOE OF THE NAVY NURSE CORPS	COMMANDER (Mr., Mrs., Miss, Ms.) DOE
CHIEF WARRANT OFFICER	CHIEF WARRANT OFFICER DOE	CHIEF WARRANT	OFFICER DOE	CHIEF WARRANT OFFICER DOE
MIDSHIPMAN	MIDSHIPMAN DOE	MIDSHIPMAN DOE	MIDSHIPMAN DOE	MR. (Miss, Ms.) DOE
CHIEF PETTY OFFICER	CHIEF ⁵ DOE	CHIEF or CHIEF DOE ⁵	CHIEF YEOMAN ⁵ (or rating title) DOE	MR. (Mrs., Miss, Ms.) DOE
AVIATION CADET	AVIATION CADET DOE	MR. DOE	AVIATION CADET DOE	MR. (Mrs., Miss, Ms.) DOE
PETTY OFFICER	PETTY OFFICER DOE	PETTY OFFICER DOE	PETTY OFFICER DOE	MR. (Mrs., Miss, Ms.) DOE
SEAMAN	SEAMAN DOE	DOE	SEAMAN DOE	MR. (Mrs., Miss, Ms.) DOE
<p>1. When not in uniform a captain or lieutenant would be introduced as “of the Navy” to distinguish the grade from other services.</p> <p>2. When addressing an officer whose grade includes a modifier (e.g., Lieutenant Commander) the modifier may be dropped.</p> <p>3. A suggested form of introduction is: “This is LCDR Doe. Mr. (Mrs., Miss, Ms.) Doe is now stationed here.” This introduction indicates both (a) the officer’s grade and (b) the form of address.</p> <p>4. If a senior officer of the Medical or Dental Corps prefers to be addressed by title, such preference should be honored.</p> <p>5. Prefixed by “Senior” or “Master” as appropriate.</p>				

- The place of honor is to the right. Accordingly, take a position to the left side when walking, riding, or sitting with a senior. When aboard ship, take an inboard position to a senior. The custom of the “right-hand rule” is quaintly expressed by George Washington in his 30th Rule of Civility: “In walking, the highest place in most countries seems to be on the right hand; therefore, place yourself on the left of him who you desire to honor.”

- When entering an automobile or a boat, officers do so in inverse order of grade. For example, a lieutenant and a captain getting into an automobile enter in that order, with the lieutenant taking the seat on the far side. When getting out, the captain leaves first. In entering buildings or rooms, however, the junior opens doors for the senior and enters last.

- At parties, try not to leave before the captain. If you must leave, pay your respects to the captain before leaving.

- Avoid keeping a senior waiting. Normal courtesy aside, punctuality is essential in the naval service. When called by a senior, you should respond immediately.

- In replying to questions from a senior, avoid embarrassment by giving complete and explicit answers. If you cannot supply the desired information, give a response such as “I do not know . . . , but I will find out and let you know.” That is much better than an indirect answer that conveys misinformation on which a senior may be basing an important decision. Admitting you do not know the answer is more prudent than giving evasive statements that may seriously affect your reputation and confuse the issue.

- When ordered to do an assigned task, report back promptly to the senior (1) that you have completed the task or (2) what you have done toward completing the task.

- When a senior gives you an order, make sure you understand what the senior expects of you and when it should be completed. Do not hesitate to ask questions to clarify these points. Once they are clear, however, do not ask how to do the job. Study the task; if you need advice, turn to a fellow officer. Ask the advice of the person who gives you an order only when you have no other alternative. Try to anticipate the wishes of your senior whenever possible.

- Only one response to an oral order is proper—“Aye, aye, sir/ma’am.” This reply means more than “yes.” It means that “I understand and will obey.” Responses to an order such as “all right, sir/ma’am” and “O.K., sir/ma’am” are improper. “Very well” is proper when spoken by a senior in acknowledgement of a report made by a junior.

- Never jump the chain of command. In other words, do not consult anyone higher in the chain of command than your immediate superior, unless your superior gives you the authority to do so.

RELATIONS BETWEEN OFFICERS AND ENLISTED PERSONNEL

By virtue of your commission, you will be in charge of enlisted personnel. Base your relations with them on a foundation of mutual respect. Most enlisted personnel are intelligent, cooperative, and ambitious. They want to be treated as adults whose abilities are appreciated. Enlisted personnel want to respect their officers—to admire them and to be able to boast about them to those aboard other ships. The following points will help you establish good relationships with your subordinates:

- Cultivate a climate of personal dignity between yourself and your subordinates. That will enable you to converse with them about casual and unofficial matters and yet maintain that reserve which discourages undue familiarity.

- Be considerate. Show your subordinates you care for their welfare. For example, if you require some of your people to work through the noon meal, make sure you have hot meals saved for them. A good officer always considers the welfare of enlisted personnel.

- Don’t go too far with promoting friendliness between yourself and your people, such as calling them by their first names or by their nicknames. Address enlisted personnel by their correct title. Do not allow enlisted personnel to visit you in your room or the wardroom for reasons other than business. Financial transactions between you and enlisted members are forbidden by Navy regulations.

- Enlisted mess management personnel are in charge of the wardroom pantries, the galley, and officers’ rooms. Since they are constantly in close contact with officers and have frequent occasion to be in the wardroom and in officers’ rooms, you may become too familiar with them, or, perhaps at times,

to be curt with them. Be tactful in your dealings with mess management personnel. If you feel that a complaint is in order or disciplinary action is necessary, deal directly with the mess caterer who has charge of the mess management specialists.

In summary, base your relations with enlisted personnel upon the same mutual respect as you base your relations with your fellow officers. The measure of respect you inspire in your enlisted personnel is your measure of success as an officer. You can earn this respect by exhibiting the following characteristics:

- A sincere concern for your responsibilities
- A fair sense of justice
- Interest and concern for your crew's welfare
- Dignity and bearing
- Firmness and consistency in requiring obedience to your orders and those of your superiors
- An interest in, and knowledge of, your profession

SUGGESTIONS FOR JUNIOR OFFICERS

The following suggestions will assist you in becoming a respected naval officer and help you get along with others:

- Do not offer excuses for failure or negligence. Assume responsibility and do not depend on alibis. Freely accept the blame if the failure is yours.
- Remember your responsibilities. Trying to be a "nice guy" will sooner or later cause you grief. Holding a liberty boat for a fellow officer who is late is an example. Your executive officer will not accept your doing a favor for a fellow officer as a reason for not following an approved boat schedule.
- When you receive orders that involve your subordinates, ensure the orders are promptly and smartly executed. Trust your people, but check to make sure actions are proper and timely. *Never* apologize for, or question, orders in front of your subordinates. If you have a problem with orders, consult your senior.

- Avoid complaining. If you have something to complain about, do something to rectify the situation or keep quiet.

- A cheery greeting and a smile will motivate your juniors and help your seniors get started with their day.

- Gambling, drinking, and drug abuse afloat are general court-martial offenses. The Navy does not tolerate drug abuse. Using drugs will result in your dismissal from the service either by administrative discharge or by court-martial. If you refuse urinalysis you are subject to disciplinary action and court-martial. Possession of drugs is a federal offense. You have sworn to uphold the Constitution and the laws deriving from it. If someone else is using a drug, leave. Report the incident via your chain of command to your commanding officer (CO) as soon as possible. If you do not, and it comes to the attention of your CO by other means, you will be in trouble for failing to report a crime. Protect yourself; report the offense as quickly as possible. The person who abuses drugs in your presence has no concern for your welfare and deserves no consideration.

ORDERS AND COMMANDS

What is the difference between an order and a command?

An order gives you a job to do and leaves the manner of accomplishing it up to you. Orders do not always specify completion times, but do frequently set time limits.

A command directs a specific action, without alternatives. For example, if a senior tells you to report to the division office at 0800, that's a command. On the other and, if a senior tells you to have a certain report prepared by the end of the week, that's an order.

Naval custom, tradition, and common sense suggest you regard a senior's "wish" or "desire" as an order.

WARDROOM ETIQUETTE

The term *mess* applies to those members of the naval service who, for convenience and sociability, eat together. It comes from the Latin word *mensa*, meaning table. Officers entitled to the privileges of the wardroom are members of the wardroom mess.

In some large ships, junior officers are members of the junior officer's wardroom mess (the JO mess). Also, in many large ships, the commanding officer (CO) has a private mess, and the executive officer is the president of the wardroom mess. In small ships the CO is a member of the wardroom mess and is usually the president.

The senior officer of the mess will welcome junior officers and treat them as full-fledged members of the mess in every respect. Nevertheless, junior officers should not be too forward in conversation or action.

The officer's mess has a mess fund to purchase food and supplies. All officers must contribute their share (the per-person value of the mess on the last day of the preceding month) and pay their mess bill (the anticipated cost of the current month) within 24 hours of joining the mess. The mess treasurer administers the mess fund.

The wardroom is your mess and lounge room. Help to make it as pleasant a place to live as your own home. It is also your club, where you may gather with your fellow officers for moments of relaxation, to discuss daily problems, or to share a cup of coffee.

The wardroom is out of bounds to enlisted personnel except in special circumstances. Conduct division and other business in your division spaces.

The following guidelines will help you observe proper wardroom etiquette:

1. Don't enter or lounge in the wardroom out of uniform.
2. Except at breakfast, don't sit down to meals before the presiding officer does.
3. If you must leave before completion of the meal, ask to be excused.
4. Never be late for meals. If you are unavoidably late, make your apologies to the presiding officer.
5. Avoid wearing your cap in the wardroom; especially if others are eating.
6. Avoid being boisterous or noisy.
7. Introduce your guests to wardroom officers. Be friendly and sociable to every guest.
8. Don't continuously talk shop.
9. Pay mess bills promptly.

BOAT ETIQUETTE

The following guidelines will help you conform to proper boat etiquette:

- Unless otherwise directed by the senior officer present, junior officers enter boats first and leave boats last.
- If it's safe to do so, stand and salute when a senior enters or leaves a boat.
- When a senior officer is present, do not sit in the stern seats unless asked to do so.
- Seniors rate the most desirable seats.
- Always offer a seat to a senior.
- Get into the boat at least a minute before the boat gong or whenever the officer of the deck says the boat is ready. Do not make a last-second dash down the gangway.
- If a boat is crowded, juniors should take the next boat.
- Provide room in the boat for seniors to move about.
- Do not board over another boat (using the thwarts, gunwales, and decking of another boat as a walkway) without permission; do not ask permission unless it's unavoidable.

A member of the naval service wishing to visit a ship anchored out should obtain permission at the landing to use one of the ship's boats. If no officer is aboard, ask permission from the coxswain.

CONDUCT IN FOREIGN COUNTRIES

When ashore in foreign countries, remember that your conduct will be representative of the conduct of all members of the United States naval service. Conscientiously respect the laws and customs of any foreign country. Infractions of a seemingly unimportant nature, even though committed unwittingly, may arouse resentment and result in serious complications. Do not enter into an altercation or argument with anyone abroad. In case of trouble, refer the matter to the appropriate U.S. naval authority in the area. If senior naval guidance is not available, consult a consular officer or a diplomatic representative of the United States.

In addition, as a representative of the Navy, try to give every courtesy to visitors aboard your ship.

Their impression of the Navy will be the one you give them.

OFFICIAL CORRESPONDENCE

In general, any matter that might have a bearing on the official business of a command will be referred by officers to their commanding officer through their chain of command.

If you make any official communication to a superior authority other than your commanding officer, except as provided for in *United States Navy Regulations, 1990*, ensure the communication is sent through your commanding officer.

Use your grade, full name, branch of service, military personnel identification number (Social Security number), and designator in all official correspondence to clarify your identification.

EXAMPLE:

From: ENS Jane B. Doe, USN,
777-77-7777/1110
To: Chief of Naval Personnel
(Pers-313D3),
Washington, DC 20370-5000
Via: Commanding Officer, Naval
Education
and Training Program Management
Support Activity, Pensacola, FL
32509-5000

If your subordinates forward communications to higher authority through you, make sure you take prompt action and forward the correspondence up the chain of command. Do not delay official correspondence involving a naval member to ensure letter perfection. Promptness should take priority over neatness.

Refer to the *Navy Correspondence Manual*, SECNAVINST 5216.5, and to the *Navy Military Personnel Manual*, article 5410160, for more information about official correspondence.

UNIFORMS

Historically, uniforms have been the product of a sailor's surroundings: physical, geographical, and technical. Uniforms were first provided for protection against the elements or to create distinction among specialists in a growing Navy. Foremost, however, was an element of simplicity providing a uniform that would not interfere with the sailor's

everyday tasks. Women's uniforms, on the other hand, were originally designed to duplicate civilian fashion trends.

Today's Navy has narrowed the gap between men's and women's career paths. Women now perform many of the same tasks and have the same specialties as their male counterparts. These changes required a more definitive policy to bring the uniforms of both men and women more closely in line with each other. Navy uniforms are distinctive visual evidence of the authority and responsibility vested in their wearer by the United States.

PRESCRIBING AUTHORITIES

Naval area coordinators are the prescribing authorities responsible for issuing and controlling uniform policy within the geographic limits of their assigned region. The senior officer present is responsible for uniform policy afloat.

Prescribing authorities select uniforms; the individual does not. Normally, only one uniform of the day is authorized for wear at a given time and location.

BUYING UNIFORMS

Officers are responsible for buying and maintaining uniforms appropriate to their assigned duties. Refer to *U.S. Navy Uniform Regulations*, NAVPERS 15665, for a listing of the major items of uniform clothing normally prescribed for officers.

Most Navy Exchanges have a uniform shop where you can purchase uniforms. In addition, many cities have reputable uniform tailors. The U.S. Naval Uniform Shop in Norfolk, Virginia will supply uniforms by mail or phone through their mail order center. The mailing address of the uniform shop is: Uniform Support Center, 1545 Crossways Blvd., Suite 200, Chesapeake, VA 23320. The toll-free telephone numbers of the shop are as follows:

- Continental United States (CONUS):
Toll free 1-800-368-4088
- Alaska, Hawaii, Virgin Islands, and Puerto Rico:
1-800-368-4089
- Overseas:
Defense Switched Network (DSN) 680-8586

TRAVELING IN UNIFORM

When traveling in uniform, wear the prescribed uniform for the area to which you are traveling. If you cannot determine the prescribed uniform, wear the Service Dress Blue uniform. This uniform is accepted worldwide in all seasons as a travel uniform. Under certain circumstances, you may not be permitted to perform international travel overseas in uniform. Consult your personnel officer for the proper uniform or civilian attire to wear when performing international travel.

GROOMING STANDARDS

A sharp uniform looks tacky on an officer who does not meet proper grooming standards. Your uniform is only a part of your overall personal appearance. Don't degrade the uniform with sloppy grooming standards. For the most part, the Navy's grooming standards haven't changed recently. However, sometimes they sound new when you are reminded of them. Listed below are excerpts from Navy grooming standards:

- Men's hair is to be tapered. Hair above the ears and around the neck shall be tapered from the lower hairline upwards at least three-fourths inch and outward not greater than three-fourths inch to blend with hairstyle. The length of hair can be no longer than 4 inches, and the bulk of the hair cannot be more than 2 inches thick. Hair cannot touch the shirt collar. Faddish, multicolored hair is not authorized.
- The maximum width allowed for a mustache is one-quarter inch beyond the corners of the mouth. The mustache cannot extend below the upper lip line or below an imaginary line through the corners of the mouth. Mustache hair cannot be longer than one-half of an inch in length. Beards are not authorized without a temporary medical waiver approved by the commanding officer.
- Sideburns are to be of an even width and no longer than the lower point of the ear lobe.
- Women's hair is not to extend beyond the lower edge of the shirt collar. Hair is not to be visible under the front of any headgear, except the beret. The front of the hair cannot be lower than the eyebrows with your headgear removed. Rubber bands, pins, and combs must be inconspicuous. No more than two barrettes can be used, and the color must match the color of the hair. The bulk of the hair cannot be more than 2 inches thick. Faddish, multicolored hair is not authorized.
- Women may not wear ponytails or pigtails. A maximum of two braids, neatly secured at all points to the head are authorized.
- Jewelry, for both men and women, can include one ring per hand, plus a wedding ring (or wedding ring set). A necklace can be worn if it is not visible. A total of one wristwatch and one bracelet can be worn. No ankle bracelets are authorized.
- Women officers may only wear 6-mm matte gold, ball-type earrings. Earrings are not authorized for men while in uniform. Additionally men may not wear earrings with civilian attire when in a duty status or while aboard any ship, craft, aircraft, in any military vehicle, or within any base or other place under military jurisdiction or while participating in any organized military recreational activities.
- Fingernails for men must be even with the fingertip. Fingernails for women cannot be longer than one-fourth inch from the fingertip.
- Cosmetics and fingernail polish for women must be conservative and complement the woman's skin tone.

